



General Information Bulletin

Subject: Diesel Fuel & Heating Fuel Oil Filed Requirements for 2016 – 2018 (Revised)

DATE: January 28, 2016

CL #: 827

GROUP #: 05602, 05500, 05900

DESCRIPTION: 05602 - Diesel Fuel, Ultra-Low Sulfur and Biodiesel

05500 - Fuel Oil, Heating (Grades #2, #4, #6, Kerosene, Bioheating)

05900 - Natural Gas (Firm Supply-Fixed and Indexed Price)(Interruptible Supply-Indexed Price)

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Authorized Users are reminded that the period for filing requirements for 2016 –2018 is still open for the following fuels:

- Diesel Fuel, Ultra-low Sulfur and Biodiesel (On-Road Use Only) (RL197)
- Fuel Oil, Heating (Grades #2, #4, #6, Kerosene, Bioheating) (RL198)
- Natural Gas (Firm Supply – Fixed and Indexed Price)(Interruptible Supply – Indexed Price)

The opportunity to file requirements will be closing February 15, 2016. If you haven't already submitted requirements, the time to submit them is now. If your agency is planning on using the OGS contract for any of these fuels, please submit your requirements online at:

<https://online.ogs.ny.gov/psgfiledrequirements/default.aspx>.

You will need your username and password to enter the filing system. If you don't have it, you need to create a new filing account. To register for the system, you will need your OGS Customer ID number. If you do not know your OGS Customer ID number, you may contact Procurement Services Customer Services at 518-474-6717 or customer.services@ogs.ny.gov to obtain your OGS Customer ID number. If you do not currently have an OGS Customer ID number, you will need to contact Customer Services to register for one.

When submitting your agency/building's fuel requirements, please refer to the "Fuel Requirement Submittal Guidelines" and:

- Make sure the contact information, billing information, delivery location, and tank information is correct.
- Make sure your requirement covers the volume of fuel your facility is expected to use in one (1) year.
- List all volume requirements in gallons.
- Include storage capacity and explain any special delivery requirement(s) (e.g., gallons per week or month, hours of delivery, winter blend, extra-long hose required due to location of tank, etc.).
- Respond to hedging/triggering question.

Be sure to print your confirmation page for your records.

Please note that it may not be feasible to procure certain fuel grades via statewide fuel procurement, regardless of the submitted filed requirement in either standby or non-standby quantities. If a fuel grade is prohibited due to environmental or other regulations, or a fuel grade is underutilized or obsolete, Procurement Services reserves the right, at its sole discretion, to remove it from the scope of the statewide fuel procurement at any time prior to contract award. If a decision is made to remove a fuel grade from the scope of the statewide fuel procurement, Procurement Services shall provide written notification through the Purchaser Notification System of such decision. Although requirements may be requested, bids and awards for all requirements may not be made.